

INSPECTOR, BOARD OF PHARMACY

DEPARTMENT OF CONSUMER AFFAIRS

OPEN, STATEWIDE CONTINUOUS EXAMINATION



www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY	Applicants who meet the minimum qualifications AND have not taken this examination within the last 18 months may apply.	
HOW TO APPLY	<p>Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p> <p>NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.</p> <p>NOTE: The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.</p>	
WHERE TO APPLY	MAIL TO: Department of Consumer Affairs Attn: Selection Services (R. Powers) PO BOX 980428 West Sacramento, CA 95798-0428	HAND DELIVERED: Department of Consumer Affairs Attn: Selection Services (R. Powers) 1625 N Market Blvd, Suite N321 Sacramento, CA 95834
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.	
CONTINUOUS FILING	Applications will be accepted on a continuous basis and will be held for the next available exam. Examinations will be scheduled as needs warrant. Applications must have an original signature; therefore, faxed applications will not be accepted for any reason.	
EXAM TESTING PERIOD	A candidate may only test once in a 18 month period.	
SALARY RANGE	\$5941 - \$7423* per month *Pay Differential for Pharmaceutical Consultant Pay of \$2000.00 per pay period.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>posses</u> the basic qualifications required.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>	
POSITION STATEMENT	<p>Under general direction, to make inspections and investigations in connection with the enforcement of the provisions of the laws regulating the practice of pharmacy; to provide consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and to do other related work.</p> <p>Positions exist statewide with the Department of Consumer Affairs.</p>	
SPECIAL PERSONAL CHARACTERISTICS	Tact and keenness of observation.	
BACKGROUND INVESTIGATION	A background check for prior convictions is required before appointment to this position, pursuant to Title 11, Section 703 (b) California Code of Regulations that requires that criminal record checks be obtained of all personnel who have access to Criminal Offender Record Information.	

SEE REVERSE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS**

LICENSE: Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy.

AND

DRIVERS LICENSE: Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

AND

EXPERIENCE: Two years of experience in the practice of pharmacy, including contact with the public.

**EXAMINATION
INFORMATION**

Qualification Appraisal Interviews – Weighted 100%

This examination will consist of a Qualifications Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

**EXAMINATION
SCOPE**

Knowledge of:

1. Provisions of various State laws and regulations.
2. Uniform Controlled Substance Act.
3. Pharmacy Law.
4. Sherman Food, Drug and Cosmetic Act and Medi-Cal regulations.
5. Federal laws and regulations.
6. Controlled Substance Act.
7. Food, Drug and Cosmetic Laws.
8. Regulations of the Consumer Product Safety Commission pertaining to drugs.
9. U.S. Postal regulations regarding mailing of controlled substances and laws governing use of radioactive materials for medicinal purposes.
10. Pharmacy supplies, equipment, and practices.
11. Modern methods of investigation.
12. Common methods used to evade pharmacy laws.
13. Rules of evidence, laws of arrest, and general court procedure.

Skill in:

1. Making investigations.

Ability to:

1. Interpret interrelationships of such laws and regulations, and provide expert consultation to licensees and others.
2. Prepare clear and comprehensive reports.
3. Speak before groups.
4. Work cooperatively with representatives of other State and Federal agencies and with local governmental offices.

**ELIGIBLE LIST
INFORMATION**

An Open, Statewide eligible list will be established for the Department of Consumer Affairs. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of testing date. **Eligibility will expire 18 months** after it is established, unless the needs of the service and conditions of the list warrant a change. **It is the competitors' responsibility to retest to reestablish list eligibility.**

**VETERANS
PREFERENCE
POINTS**

Veterans preference credit **will not** be granted in this examination as it does not qualify as an entrance examination.

CAREER CREDITS

Career credits **will not** be granted in this examination.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services Unit, 1625 N. Market Blvd., Ste. N-321, Sacramento, CA 95834. (916) 574-8361.

GENERAL INFORMATION

The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8370 three weeks after the final file date if a progress note is not received.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department of Consumer Affairs and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you may take this examination. Possession of the entrance requirements, does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their score.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the essential functions of the duties to the class. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.